

**SOUTH CENTRAL PUBLIC HEALTH DISTRICT
BOARD MEETING
June 25, 2008**

Board Members Present:

Everett “Buck” Ward
Marvin Hempleman
Peter Curran
Don Billings
Marypat Fields
Linda Montgomery
Tom Faulkner

District Staff Present:

Rene LeBlanc, Director
Bonnie Spencer, District Director
Maggi Machala, Community Health Director
Amy Lierman, Public Information Officer
Melody Bowyer, EH Program Manager
Jeff Pierson, IT Resource Manager
Patty Scott, Administrative Assistant

Board Members Excused:

Don Clark

Guests:

Minutes

The Board of Health Meeting was called to order by Mr. Ward at 1:35 p.m.

MOTION (made by Ms. Fields, second by Ms. Montgomery): “I move that we approve the minutes of the May 21, 2008, meeting.” Motion carried.

Mr. LeBlanc shared a 20 year comparison of Change in Employee Compensation and Consumer Price Index showing that employee salaries have just kept pace with inflation.

Board Members were reminded of Dr. Bard’s birthday open house on June 29.

Deputy Director Report

Ms. Spencer reviewed the May financial report. A change was made to the report to reflect the change in food fees being paid directly to the District instead of a reimbursement back from the State Food program (included under fees and donations instead of contract revenues). Both contract and revenue fees are over budget for the fiscal year due to strong Communicable Disease and Prevention fees and increased ASPR contract. Total expenditures are within 1% of the expected level. Subgrantee payments are a little over budget due to increased ASPR expenditures. The pass through account is \$638,367 (\$204,000 in remaining ASPR funds included). As a reminder, the Operating Fund is an emergency reserve equivalent to six weeks of our ongoing budget costs.

The projection is that we will complete the fiscal year with no draw on the reserve.

Operating and sub-grantee expenditures are over budget, but this will be off-set by contract and fee revenues. The anticipated pass through balance at the end of the fiscal year will be about \$500,000; and of that, \$350,000 should be available for carry over for next year. Ms. Spencer will bring requests to the Board in August for the use of the carry over funds to be included in a budget revision.

Also in August, Ms. Spencer will bring ideas of what to do with the allocated reserves (leave the same, adjust amounts), particularly the emergency fund.

Director Report

Mr. LeBlanc reviewed the proposed meeting schedule for the Board for fiscal year 2009. The meeting in May was moved to May 20, and there will be no meeting in July and December.

MOTION (made by Ms. Fields, second by Mr. Billings): “I move that we accept the proposed meeting schedule.” Motion carried

Mr. LeBlanc and the Board reviewed the recent IAB Conference in Boise. The NFP presentations on the evidence based model allowed attendees to make the conclusion that this is a worthwhile endeavor to proceed on. Plans are to keep in contact with key stake holders over the next few months to communicate progress we are making. Our District will take the lead on the Administration of Children and Families grant as a pilot for NFP in Idaho. The Board was given a draft agenda and a save-the-date card for next year’s IAB Conference in Kellogg.

A Board Strategic Planning meeting was discussed. Consensus was to hold the Strategic Planning meeting at 9:00 AM on August 27 prior to the regularly scheduled Board meeting. Lunch will be provided. Prior to the meeting, staff will research strategic plan priorities for core public health programs, mandated programs, and contract requirements.

PHFE Report

Jeff Pearson, IT Resource Manager, reported on results of the request for information for software vendors conducted by PHFE. There are multiple vendors that can meet our needs, and we have identified some of the costs of working with these vendors. Because of the costs, we are required to go through an RFP process. The initial purchase of the software is expensive, and the maintenance fees for the software are way over expectations. So far, four vendors have been identified to best meet our needs. Through an RFP, we might get a better price on the maintenance and may identify additional vendors. Mr. Pierson should have a timeline by the next board meeting.

Last year the District purchased Previstar, an emergency management software package. Previstar has been purchased by four other health districts. It has been installed with initial training, and key supervisory staff and directors will be trained in July. The real benefit of this software is internal communication about emergencies and incidents, but it also helps manage our resources (where they are going and cost recovery).

Mr. Pierson offered a Microsoft home use software package for Board Member purchase. The cost is \$20 that would normally be at least \$400. The offer is good for three years. There is also a Macintosh version available.

Community Relations Program

Amy Lierman, PIO, gave a report on recent community relations activities. We participated in A Day for Kids sponsored by Pioneer Federal Credit Union and focused on child immunization and car seats. A segment on West Nile Virus featuring Karin Frodin has been taped and will be aired on July 16. These "About your Health" segments are produced by St. Luke's Magic Valley Regional Medical Center; we may be included on other hot topics that come up.

To increase our visibility and promote public health and our services, Ms. Lierman is looking for low cost events in which to participate. Programs covered in recent media campaigns include pandemic influenza and food safety. She would also like to improve the appearance of our bulletin boards by purchasing posters on various health topics that can be reused.

Ms. Lierman provided estimates of a marketing campaign she proposed. The Board discussed other options of what could be done locally or in-house that would serve the public health, promote our programs, and be cost effective. Suggestions were purchasing equipment and software to produce our own materials and work with CSI interns to help with graphic design. We need to keep our money within the district and utilize the talents of our own people.

Mr. Ward asked that we get a cost estimate of purchasing equipment to create a graphic design station for staff or to partner with CSI graphic arts students. Carry over dollars could possibly be used.

Communicable Disease and Prevention Report

Mr. LeBlanc reviewed recent staffing changes in the Communicable Disease and Prevention programs. Successful recruiting for a new nurse practitioner resulted in hiring two part-time staff, Connie Wolcott in Jerome and Jan Sund in Twin Falls. We hope to hire an additional part-time nurse practitioner for Jerome. This will allow us to keep our Family Planning program operating at the previous level. Also, Dr. Nichole Halverson has been hired as a medical consultant. Recruitment is ongoing for a senior nurse for the Burley office; and due to the retirement of Nancy Porterfield in Bellevue in July, we will be recruiting for an additional nurse.

Environmental Health Report

Melody Bowyer informed the Board of an update to the FY 2009 fee schedule approved at the last Board meeting. A new category is a complex replacement system with a fee of \$300.

MOTION (made by Mr. Faulkner, second by Ms. Fields): “I move that we adopt the new environmental health fee as presented.” Motion carried.

The Food Safety Coalition participated in the Western Days Parade and had support from local merchants. Costco provided the fuel for the truck and 5,000 bottles of water passed out to the crowd. The University of Idaho printed food safety brochures for distribution, Subway provided candy, Aramark provided 500 bottles of hand sanitizer and three employees, and Papa Murphy sent three employees to help. It was a good collaborative effort to increase food safety awareness in the community.

Upcoming activities for the Coalition will be airing food safety awareness ads on TV and radio for Food Safety Month in September, safety recognition awards to recognize outstanding food establishments, and promoting food safety at county fairs.

Community Health Report

Ms. Machala reported that WIC has seen a significant increase (9%) in clients served. We received an \$80,000 amendment to our contract to be able to increase the work load. Two of our bilingual WIC clinical assistants (Russian and Spanish) will be resigning this summer to begin the nursing program at CSI. The District is looking at a possible change in staffing to create a training position to train new clinical assistants.

Ms. Machala is writing a grant application for funding from the Administration of Family and Children for Nurse Family Partnership. Our District would be the pilot for the project with dissemination to the rest of the state with lessons learned. This grant (\$100,000 to \$500,000 per year for five years) is not for direct services but for development of infrastructure and leveraging of funding that should cover 50-75% of her salary.


MOTION (made by Ms. Fields, second by Mr. Faulkner): “I move that we go into executive session as authorized by Idaho Law 67-2345 for the purpose of discussing employee or real property issues.” Motion carried.

The Board returned to regular session and adjourned at 3:40 p.m.



Everett “Buck” Ward
Board Chairman

Attest:



Rene R. LeBlanc, Director
Secretary to the Board

Board Minutes approved on August 27, 2008